

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
18-430A

OPENING DATE:
15-Aug-2018

CLOSING DATE:
31-Aug-2018

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Production Controller (Construction), GS-1152-09, TSgt/E6(p)-MSgt/E7,SMSgt/E8 MPCN: 003018880J

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3E6X1

ASVAB:
G-44

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: MUST POSSESS AFSC 3E0X2 OR 3E7X1 OR 3E9X1 OR 3E6X1

NOTE: TSgt applicants must be immediately promotable to MSgt at the announcement close date.

NOTE: Known promotion potential to SMSgt contingent upon Control Grade.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of supply and logistic functions such as material and equipment ordering procedures and there forms and the proper use of CE resources for each requirement.
2. Knowledge and experience to observe and analyze progress of projects and ability to determine if schedules are being followed, if they can be improved, and to determine causes of delays in meeting completion deadlines
3. Ability to coordinate with internal and external organizations and businesses in support of production control and logistic activities in CE to ensure proper supply handling, scheduling and the expediting of the work
4. Knowledge of warehouse management, supply and material requisitioning and vehicle control operations.
5. Knowledge of CE automated systems. Must be thoroughly familiar with all aspects of how the various automated material acquisition systems interface and what effect they have on material acquisition

SPECIALIZED EXPERIENCE: Must have at least 24 months experience, education or training preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes. Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

BRIEF JOB DESCRIPTION: This position is located in the Civil Engineering Squadron (CES), Mission Support Group of an Air National Guard Wing. The primary purpose of this position is to provide a Production Control activity to validate, plan, estimate, schedule and expedite work through the efficient use of personnel and material, supporting all assigned facilities and Real Property Installed Equipment (RPIE) for Civil Engineer (CE) functions on the installation or assigned Geographical Separated Units and to manage deployment and logistical (supply) assets of the CES to ensure productive and effective utilization of material funding and requirements for all Civil Engineering tasks and responsibilities.

Duties involve work order management, oversight/management of CE operations to include training of drill status operations personnel, implementation of operations and supply procedures/operations, maintaining squadron mobility equipment, command and control contingency cell, providing supply guidance/assistance to other squadron personnel, oversight/performance of requisitioning,

receiving, storing, accounting for and issuing a variety of repair parts, components, tools or vehicles, facility inspections, database maintenance and construction or contract management.

SELECTING OFFICIAL: CMSgt Brandi Watkins
